

Regulatory Commission Minutes
October 9, 2003
5:30 p.m.

Regular Session: Yes

Call to Order: Meeting was called to order at 5:49 p.m.

Commissioners Present: Julie Carver, Chairperson, Tim LaCroix, Acting Secretary/Treasurer

Commissioners Absent: Daugherty Johnson (Unexcused)

Guests: Vince Cook

Added two items to agenda under Old Business

Motion made by Julie Carver and supported by Tim LaCroix

To approve Agenda as amended.

Vote: 2-Yes, 0-No, 1-Absent, 0-Abstained

Motion Carried

Motion made by Julie Carver and supported by Tim LaCroix

To approve the minutes of September 30, 2003, as presented.

Vote: 2-Yes, 0-No, 1-Absent, 0-Abstained

Motion Carried

Director's Report: Highlights—1)Review of Tribal Code regarding background investigations for Tribal Government Human Resources – specifically states “gaming operation”. 2) Drug Testing verbage is covered under current Regulatory Handbook. Request procedure approval utilizing Casino procedure and facilities. 3) Ingenous Contract is open-ended. Require motion of approval. 4) Internal Auditor is currently working on a audit plan, the MICS checklist and questionnaire from Joseph Eve will be combined to develop an audit checklist specific to Victories Casino. The Internal Auditor plans to meet with Regulatory Commission and each Casino department to determine additional areas to be audited. 5) MIGCN – Have not completed a cost analysis for hosting on site training. 6) Update on Surveillance Manager Position-Motion by Tribal Council to present plan for hiring for this position.

Motion made by Julie Carver and supported by Tim LaCroix

To accept the Regulatory Directors verbal and written report.

Vote: 2-Yes, 0-No, 1-Absent, 0-Abstained

Motion Carried

Motion made by Julie Carver and supported by Tim LaCroix

To adopt the drug testing procedures for the Regulatory Department as presented by Vince Cook on September 30, 2003.

Vote: 2-Yes, 0-No, 1-Absent, 0-Abstained

Motion Carried

Motion made by Tim LaCroix and supported by Julie Carver

To direct the Chairperson of the Gaming Regulatory Commission to send a letter to the Tribal Council Chairperson requesting clarification of the intent of the motion of October 5th regarding the hiring of the Surveillance Manager position. And further, to remind in a respectful manner, that Waganakising Odawak Statute 2001-02, gives authority to the Regulatory Commission to hire staff.

Vote: 2-Yes, 0-No, 1-Absent, 0-Abstained

Motion Carried

Motion made by Tim LaCroix and supported by Julie Carver

To direct the Chairperson of the Gaming Regulatory Commission to meet with Tribal Administrator, Al Colby, regarding the creation of a new position in the Surveillance Department without the Gaming Regulatory Commission's input. Further request a copy of the Tribes "Mentor" Policies.

Vote: 2-Yes, 0-No, 1-Absent, 0-Abstained

Motion Carried

Licensing Report: Highlights- 1)Request to increase licensing fees. 2)Regular Licensing Stats for the month of September.

Motion made by Julie Carver and supported by Tim LaCroix

To accept the written report of Andrea Tompkins, Licensing Manager

Vote: 2-Yes, 0-No, 1-Absent, 0-Abstained

Motion Carried

Motion made by Julie Carver and supported by Tim LaCroix

To present the new License Fee schedule to Tribal Council for approval to be incorporated into the revised Regulatory Ordinance during the scheduled workshop on November 8, 2003.

Vote: 2-Yes, 0-No, 1-Absent, 0-Abstained

Motion Carried

Surveillance Report: Highlights-1)Regular Surveillance Reports for September 2003. Discussion: Criminal Suspicion Activity Report-what is the extent of Tribal Police involvement. Tribal Police respond to complaints, and have their own means of tracking activity. Should our internal report be forwarded. Suggestion made to use the title Tribal Police as opposed to "Tribal". Special note: in cases where Management is in the process of investigating an incident, Tribal Police wait until notified if their is cause to pursue as a criminal activity.

Motion made by Julie Carver and supported by Tim LaCroix

To accept the written report of Thomas Gould, Interim Surveillance Manager.

Vote: 2-Yes, 0-No, 1-Absent, 0-Abstained

Motion Carried

Financial Report: No official action taken, however Regulatory Commission would like to send Thank You Card to V. Tweedie, for her assistance

Motion made by Tim LaCroix and supported by Julie Carver

To officially approve the gaming license of Ingenious Management Consulting, License No. 1022.

Vote: 2-Yes, 0-No, 1-Absent, 0-Abstained

Motion Carried

Work Sessions: Due to time constraints and the pending approval of the Tribal Operations Employee Handbook which merges the Regulatory and Government Policies, and the need for the Regulatory Department to maintain a semblance of independence governed by Waganakising Statue 2001-02 and further needing policies specific to gaming operations, the urgency in submitting an Employee Handbook is of utmost importance. Request made to Vince to try and locate Employee Handbook Disk, Previous Mentoring materials (Amber) and direct

Employees/Managers to start writing down every procedures used to enforce departmental policies.

Motion made by Julie Carver and supported by Tim LaCroix

To set next work session for Tuesday for the purpose of amending current Handbook and submit to Council for approval as soon as possible.

Vote: 2-Yes, 0-No, 1-Absent, 0-Abstained

Motion Carried

Motion made by Julie Carver and supported by Tim LaCroix

To set the following work sessions for Tuesday of each week, in the following order of priority: 1) Hearing Procedures, 2) By-Laws, 3) Ethics Policies, 4) Credit Policies. Length and number of sessions to be determined based on progress and completion.

Vote: 2-Yes, 0-No, 1-Absent, 0-Abstained

Motion Carried

Discussion: Both commissioners are in agreement that Vince Cooks evaluation will be completed on 10/14/03, signed off and forwarded to Human Resources. No motion needed today to take action at the workshop on 10/14/03. Will speak with Albert Colby because he is currently Vince's supervisor based on Council motion. Keep communications amicable.

Mr. Cook requested if there is a need to make a motion to abolish the position of Administrative Assistant as requested by previous commission members. This commission does not need an assistant at this time, nor have the funds available to support that position. Since this was to be a position under the oversight of the Regulatory Director, we feel this was an administrative decision with no motion needed.

Policies and Procedures

Approve and appreciate Candi's changes to policy review sheets (i.e. line numbering of policy change sheets) We propose the following change to Review Sheet: The Regulatory Director's Signature Line to state, Reviewed by, Vince Cook, Commission Designee. Additional by-line to be included: Approved By, Gaming Regulatory Chairperson or designee. This change will be in keeping with the Regulations, which state that the Regulatory Commission approves policy changes. To expedite approval of policy change, recommend requesting Gaming Administration's approval to attend policy change presentations by Department Managers. Suggested change to include two check boxes which state Reviewed by and Approved by.

The next Regular Scheduled meeting to occur on October 16, 2003.

Motion made by Tim LaCroix and supported by Julie Carver

To adjourn meeting at 7:09 p.m.

Vote: 2-Yes, 0-No, 1-Absent, 0-Abstained

Motion Carried

These Minutes have been read and approved as written:

Approved:

Tim LaCroix, Acting Commission Secretary/Treasurer

Date